

Bureau of the Census
Washington, 25, D. C.

OFFICE MEMORANDUM C-54-02-111 (Rev.)

March 21, 1958

TO : Economic Operations Division Staff

FROM : M. D. Bingham, Chief,
Economic Operations Division

SUBJECT: Revised Policy for Retention of Univac Tapes for 1954 Economic Censuses

The following revised policy has been agreed upon for retention of Univac tapes from the 1954 Censuses of Business, Manufactures and Mineral Industries. Any decisions which are required as a result of this policy will be made cooperatively by Branch Chief of Machine Processing Branch, Branch Chief of Programming Branch, and representatives of the Subject Matter Division.

1. Program Tapes

- a. Non-recurring programs will be printed on the High-Speed Printer with computer digit and will be labelled with sufficient information to properly identify the program. The printer copy will be filed for permanent reference and the reels will be released.
- b. Recurring Univac program tapes will be packed onto a single tape with a locator. Not more than fifty programs will be put onto a single tape. After packing, a printing of this tape will be made on the High-Speed Printer on computer digit. A copy of this printout will be placed in a permanent file.
- c. General purpose programs and reference tapes will be kept on individual tapes indefinitely. A review of these tapes will be made each year to eliminate those that are no longer applicable. Printer copies of these tapes also will be kept in a permanent file.

2. Data Tapes

- a. Retail and Service "A" Card Tapes in area by kind-of-business by E.I. sequence will be corrected and read back. Controls for these tapes will be verified against controls on the census. For those series where the control does not match the corresponding tapes in the non-priority "A" sequence will be retained. The safeguard for these tapes will be the annotated listings RN 100 and SN 100, as well as the "converted A" cards which are in State by Kind-of-Business order. Also the Retail/Service "A" card multi-unit tapes in E.I. sequence will be retained.

On file DOC release instructions apply

(more)

Page 2

Memorandum to Economic Operations Division Staff
March 21, 1958

- b. Wholesale "A" Read Tapes - Two files of corrected "A" card tapes will be retained, one in State-County-City E.I. order and the other in E.I. sort. In addition to the listings, "converted A" cards in State-KB sequence will be used to back up these tapes.
- c. Wholesale "C" Card Tapes - The output of the match strip and the edited "C" cards will be retained. Cards, unedited and in work unit sort, will be used as the back up for these tapes.
- d. Manufactures Part 1 - Two files of tapes will be retained, one in Industry-E.I. sequence and the other in State-County-City-E.I. sequence. The back up for the former file will be provided by any one of three sets of listings: Industry-State-E.I. Listings; Industry-Average Total Employment Listings; or Industry-Plant Specialization Listings. The second file will be backed up by a listing of that file.
- e. Manufactures Part 2 - This file, which will be retained in Product-E.I. sequence, is readable and is backed up by annotated printouts indicating the corrections that have been made.
- f. Manufactures Part 3 ("B", "B", "B", and "C" Cards) - The tapes in this file are in Industry-E.I. sequence and have been found readable. Currently this file will be maintained in duplicate until completion of the last tab. A corrected printout is available as a back up.
- g. Manufactures Part 6 - A readable file of tapes will be retained in Industry-Material-E.I. sequence. A corrected listing is also available. In addition to this file the following partial files will be retained: (1) Material by State reimputed, (2) Industry by Material, and (3) Input to Tab 8.
- h. Manufactures Part 9 - A readable file of tapes in Product Class-Industry-E.I. sequence will be maintained. Annotated listings will be used as a back up for this file.
- i. Minerals - The file of tapes for the Mineral Industry in Industry sequence will be retained. This file resembles the ACJ Manufactures record.

JAScharff:gso

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